

# CITY OF SAN ANTONIO

## Interdepartment Correspondence Sheet

TO: All Holders of Administrative Directives  
FROM: Leroy J. Harvey, Director of Personnel  
COPIES TO: File  
SUBJECT: Administrative Directive 4.49, Part-Time Worker

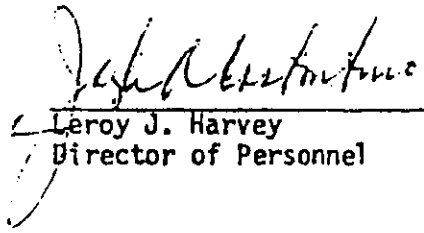
Date July 26, 1982

Attached is a new administrative directive 4.49, on the subject of Part-Time Worker which is to be effective immediately.

Also, attached is a revised Index dated July 26, 1982. Please replace old Index with the revised one.

If further information or clarification is needed, contact the Employee Relations Office, 299-7294.

LJH/pam

  
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Leroy J. Harvey  
Director of Personnel

EFFECTIVE DATE: June 24, 1982

REVISION DATES: \_\_\_\_\_

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SUBJECT: PART-TIME WORKER

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1. Purpose:

This directive identifies part-time work, and outlines the administrative procedures and benefits covering certain categories of part-time workers. Any exception to the procedures addressed in this directive must be approved by the City Manager.

2. Responsibilities:

- a. Department Head -- The department director, in accordance with budgetary procedures, shall determine the need for part-time workers in order to accomplish the goals of the department. The director is responsible for insuring that all department personnel comply with the intent and steps outlined in this directive.
- b. Personnel Department -- The personnel staff will interpret the directive procedures and will insure compliance with this directive.
- c. Budget/Research Department -- This department will assist department heads. Department heads will determine the need for part-time workers based on financial feasibility, operational desirability, and position authorization.

3. Definition:

A part-time worker, regardless of the nature of his or her employment, is an unclassified employee who works on an average of either less than 40 hours per week, or 40 hours per week for a continuous period of time not to exceed six (6) months during any annual period. In extending this definition, there are basically two types of part-time workers:

- a. Seasonal part-time worker -- A person employed for a seasonal period not to exceed six (6) months.
- b. Permanent part-time worker -- An individual employed on a part-time basis but who's length of employment is continuous.

4. Procedures:

The following procedures will cover the employment of part-time workers:

- a. The department head shall determine the need for part-time employees in accordance with the policies and procedures established by Budget/Research and the Personnel departments.

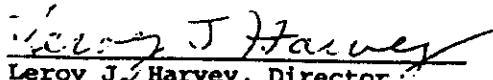
- b. The work schedule for a permanent part-time employee must not exceed 40 hours per week on an average over a one year period of time. Seasonal part-time workers should not work on an average more than 40 hours per week, and/or be employed for more than six (6) months in any one year period.
- c. When requested by a department, the Personnel Recruitment/Selection division will recruit and refer part-time workers in accordance with the regular job placement process.
- d. All part-time employees will comply with all Civil Service Rules, Administrative Directives, and departments regulations. However, no part-time employee will have appeal rights to the Civil Service Commission.
- e. All part-time employees can apply for regular City job vacancies through the existing job placement channels. If hired, they must fulfill the initial probationary period or be so designated as full-time permanent employees at the time of placement and placed in a pay step commensurate with permanent status and a deduction shall be made for the T.M.R.S. retirement.

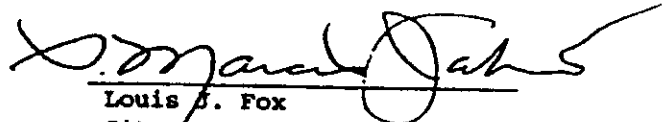
5. Benefits:

The City benefit coverages for permanent and seasonal part-time workers will vary with the duration and type of appointment. Those part-time workers who are employed for longer periods of time will naturally receive additional benefits, since they are considered a permanent part of the City's workforce. Another reason for extending some of the benefits is to attract and maintain productive part-time employees. The benefits for the two categories of part-time employees are described as follows:

- a. Seasonal part-time worker -- An employee in this classification or category will receive the following benefits:
  - (1) Overtime pay, at time and one-half, will be paid for hours worked over 40 hours per week in accordance with Administrative Directive 4.48, Overtime Payment and Compensatory Time for Non-Exempt Employees.
  - (2) Shift differential pay will be paid in accordance with existing City policies and procedures.
  - (3) Job related injuries will be covered by Worker's Compensation
- b. Permanent part-time worker -- An employee, fitting this category, works on a part-time annual basis at the time of employment and is eligible to receive the following benefits:
  - (1) This employee will be paid overtime and receive shift differential pay similar to a seasonal part-time worker, and the employee's job related injuries will be covered by Worker's Compensation.
  - (2) The employee will receive a one time advancement to the next higher step in his/her pay range upon completion of 1040 hours (excluding overtime) as a permanent part-time employee.

- c. Other City Benefits -- Permanent part-time and seasonal part-time employees are not eligible to receive other City benefits such as annual leave, sick leave, holiday pay, longevity pay, health and life insurance, merit increases, etc.

  
Leroy J. Harvey, Director  
Personnel Department

  
Louis J. Fox  
City Manager

Dated: July 22, 1982